

# Steering Group Meeting

## Minutes

Monday 25<sup>th</sup> June 2007, 10:00, Kesgrave War Memorial Community Centre

### Attendees

Gail Bushell	Age Concern Suffolk
Keith Whitton	Anglia Care Trust
Richard Catherall	Ipswich Council for Voluntary Services
Chris McGuinness	Lowestoft College
Simon Waldron	SAVO (Project Coordinator)
Wil Gibson	Suffolk ACRE
Robin Hodgkinson	Suffolk Association of Voluntary Organisations (Chair)
Jonathan Moore	Suffolk Association of Voluntary Organisations
Laura Hack	Suffolk Coastal Resource Network
Tim Abbott	Suffolk Connect
Christine Pinsent	Waveney Community Forum
Dr Bud Simpkin	Young Suffolk
Jacqui Wilkinson	Young Suffolk

### Apologies for absence

Bruce McGregor	CSV Media
Gill Robinson	Suffolk Volunteering Federation
Ronagh Witthames	Suffolk ACRE

### Introductions

Robin welcomed everyone and attendees introduced themselves.

### Minutes of previous meeting and Matters Arising

The Minutes of the meeting on 23<sup>rd</sup> April 2007 were agreed.

### Action Points

<b>Simon and Robin</b> to attempt to rationalise Objectives - <b>Ongoing</b>	AP 1.1
<b>Simon</b> to copy out details of other learning consortia for the group to see what is going on around the country – <b>Details listed on website</b>	AP 1.2
<b>ALL</b> any additional Data Capture requirements emailed to Simon - <b>DONE</b>	AP 1.3
<b>Simon</b> to email out links to Herts. and Essex prospectuses – <b>Only hard copies are available, held by Simon</b>	AP 1.4
<b>SAVO, SACRE, Young Suffolk</b> to provide Job Descriptions by end of May - <b>Ongoing</b>	AP 1.5
<b>Jacqui Wilkinson</b> to arrange first meeting date - <b>DONE</b>	AP 1.6

<b>Robin Hodgkinson</b> to arrange first meeting date - <b>ONGOING</b>	AP 1.7
<b>Ronagh Witthames</b> to arrange first meeting date - <b>DONE</b>	AP 1.8
<b>ALL</b> any additional Survey requirements emailed to Simon - <b>DONE</b>	AP 1.9

### Working Group reports:

**Youth** (Young Suffolk) - First meeting held with reps. from 10 organisations, all of whom were enthusiastic and supportive of the project. Members took away tasks to progress and Young Suffolk's Quality Standards project will fulfil one of the groups objectives.

**Common Inspection Framework** (SAVO) - Awaiting first meeting but research started on measurement reporting and Learning Ladders.

**Skills for Life / Employment entry** (SAVO) - First meeting held. Additional members to be invited and awaiting results of Needs Survey to progress actions.

**Managed Networks** (SACRE) - First meeting held at which it was suggested that whilst the process development could be progressed by the group the ownership and control should be devolved to the Steering Group due the need for decision making on the proposed structure.

<b>Simon</b> email out Managed Networks Action Plan	AP 2.1
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It was also highlighted that SCC had had problems in defining and creating consortia and that we should therefore ask the LSC what their definition was.

### Learning and Skills Needs Survey - Agree and discuss distribution

In view of the short timescales it was agreed that each LIP be paid to carry out the survey by phone with 10 organisations in their area (LIP performance to be measured on this task).

A paper version, with an introduction to the Learning Consortium would be sent out to a random sample (and anyone else who wished to contribute) and there would also be an online version on the website.

<b>Simon</b> email out Needs Survey and Introduction to Steering Group	AP 2.2
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### Website - current and future

Simon gave a brief outline of the current and future content on the website, and also stressed the importance of getting people to register on the website to capture members and provide an email distribution list for e-Newsletters

<b>All</b> to register on the SVLC website	AP 2.3
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### SVLC County Event - Date and Agenda

It was agreed that this event should be 'themed' to make it lighter and more attractive. The suggested date of the event is October 4<sup>th</sup>.

<b>All</b> to submit ideas for themes and speakers to Simon	AP 2.4
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### LSC News - Tutor Qualifications, PQQ

Robin and Simon provided details of the changes to the required Tutor Qualifications which come into effect in September 2007 and there implications on the VCS.

Simon also highlighted the Pre-Qualification Questionnaire (PQQ) process which must be completed by all organisations that wish to apply for future LSC funding.

It was agreed that full details on these two items on the SVLC website.

### AOB

Chris reported that UCS (University College Suffolk) would be holding Focus Groups with the VCS and that Steering Group members may wish to attend.

Chris also highlighted that there was room for development in UCS signposting people to Skills for Life courses and using the VCS as a stepping stone to employment.

Laura highlighted that SCC had a substantial HE (Higher Education) budget and that a rep. should be sought for the consortium so that we had access to this funding.

<b>Jonathan</b> to discuss with his HE contact at their next meeting	AP 2.5
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### Date of future meetings

Thursday 6<sup>th</sup> September 2007, 10.00

Thursday 8<sup>th</sup> November 2007, 10:00

**Meeting finished at 12.15.**

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<b>SAVO, SACRE, Young Suffolk</b> to provide Job Descriptions by end of May - <b>Ongoing</b>	AP 1.5
<b>Robin Hodgkinson</b> to arrange first meeting date - <b>ONGOING</b>	AP 1.7
<b>Simon</b> email out Managed Networks Action Plan	AP 2.1
<b>Simon</b> email out Needs Survey and Introduction to Steering Group	AP 2.2
<b>All</b> to register on the SVLC website	AP 2.3
<b>All</b> to submit ideas for themes and speakers to Simon	AP 2.4
<b>Jonathan</b> to discuss with his HE contact at their next meeting	AP 2.5

### Simon Waldron

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